

# Personnel Issues & You



UPPS Newsletter 2002-1

January 1, 2002

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## Payroll and Document Direct Classes Now Available

With the new Conference /Training Room now available at our Teton Trail Offices, Donna Parker is scheduling Payroll Training and Document Direct Classes for the next several months. The first class will be held in February and will be scheduled monthly until the need has been met. Please contact Donna at [DonnaJ.Parker@mail.state.ky.us](mailto:DonnaJ.Parker@mail.state.ky.us) and let her know the name, USERID, and company number of anyone needing either class. You can also include which month would best suit the work schedule of the employee needing the training. Please note that all training will be held during the Supplemental Payroll time frame of each month.

## Monthly Payroll Schedules for 2002

The payroll schedules for 2002 have been placed on the Personnel Cabinet's Intranet Website at <http://kygovnet.state.ky.us/personnel/02paysch.htm>. Please note the January deadline for entering manual pay updates for 2001 which will affect W-2s.

## 2001 Newsletter Index Available

For your convenience in referencing newsletter topics, attached is an index of "Personnel Issues & You" newsletters distributed during 2001. These newsletters can be found on the Personnel Cabinet intranet web site at <http://kygovnet.state.ky.us/personnel/uppsindx.htm>.

If you are not currently receiving this newsletter via e-mail please send your e-mail address to [stephany.ivers@mail.state.ky.us](mailto:stephany.ivers@mail.state.ky.us)

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<b><u>Issue</u></b>	<b><u>Date</u></b>	<b><u>Subject</u></b>
01-01	January 1	<ul style="list-style-type: none"> <li>• Dental Insurance Carrier Guidelines</li> <li>• Adverse Weather Leave Code</li> <li>• First Payroll of 2001</li> <li>• Changes in Office of Public Employee Health Insurance</li> <li>• Personnel Cabinet Telephone Listing</li> <li>• Health Insurance News</li> <li>• Member Services Branch Phone Number</li> <li>• 2000 Newsletter Index</li> </ul>
01-02	February 1	<ul style="list-style-type: none"> <li>• Health Insurance Refund Adjustments</li> <li>• New Deduction Codes</li> <li>• Conversion of Annual Leave to Sick Leave</li> <li>• New Series I bonds</li> <li>• RDS/Document Direct Reports Available</li> <li>• Annual Leave Sharing</li> <li>• W-2 Information</li> <li>• Sick Leave Sharing/Donation Forms</li> <li>• List of RDS/Document Direct Reports</li> </ul>
01-03	March 1	<ul style="list-style-type: none"> <li>• Fund Changes at Deferred Comp</li> <li>• Employee's Withholding Allowance Certificates</li> <li>• Welcome New Employees</li> <li>• CompDent Rate Changes</li> <li>• Health Insurance</li> <li>• Commonwealth Choice</li> <li>• Member Services Branch Staff Changes</li> <li>• Exempt Status on "C" Screen</li> <li>• Deferring Block 50s On-Line</li> </ul>
01-04	April 1	<ul style="list-style-type: none"> <li>• Payroll Training Classes</li> <li>• Entering Bonds in the UPPS System</li> <li>• Adenta Dental Rates</li> <li>• New Error Messages Added to PTL and POT Screens</li> <li>• E-Mail Notification for Payroll Check Pickup</li> <li>• Court Orders for Payroll Deductions</li> <li>• Revised Monthly Payroll Schedules</li> <li>• Personnel Actions Resulting From Reorganizations</li> <li>• Position Control Run Discontinued</li> <li>• Classification Branch Changes Analyst Assignments</li> </ul>
01-05	May 1	<ul style="list-style-type: none"> <li>• Holiday Pay</li> <li>• Return of Payroll Boxes</li> <li>• Employment Tax Responsibilities for Employer Provided Vehicles</li> <li>• Guidelines for SAS-27</li> <li>• Processing Administrative Orders</li> <li>• On-Line Retirement Calculation Available</li> <li>• Agency Spotlight is Back</li> <li>• Non-Overnight Travel &amp; FICA</li> </ul>

**Issue   Date   Subject**

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| 01-06 June 1      | <ul style="list-style-type: none"> <li>• Kentucky Local Tax Codes</li> <li>• Agency Payroll and Personnel Staff List</li> <li>• Change in Newsletter Format</li> <li>• Deferred Comp Reduces Fees Again</li> <li>• Payroll Training Update</li> <li>• Retirement Rate Change</li> <li>• Payroll Manual to Get Face Lift</li> <li>• Commonwealth Choice Website</li> <li>• How to Process Changes in Commonwealth Choice</li> <li>• Commonwealth Choice Reminders</li> <li>• Commonwealth Choice Change in Status Form</li> </ul> |
| 01-07 July 1      | <ul style="list-style-type: none"> <li>• E-mail Security</li> <li>• Termination of TALX – The Work Number for Everyone</li> <li>• Clarification of Retirement Rate Change</li> <li>• Responsibility of Transfer Forms</li> <li>• Governor’s Employee Advisory Council</li> <li>• New Life Insurance Carrier</li> <li>• I Bonds</li> <li>• Employee Health Insurance Reminders</li> <li>• Group Life Insurance Rates</li> </ul>   |
| 01-08 August 1    | <ul style="list-style-type: none"> <li>• 2002 Health Insurance Open Enrollment Benefit Fairs</li> <li>• Health Insurance Coordinator Training</li> <li>• Additional Health Insurance Choice Announced for Four Counties</li> <li>• 2002 Health Insurance Open Enrollment Dates</li> <li>• Local Tax Update</li> <li>• Applicant Counseling and Testing Hours Change</li> <li>• Jim Looney Announces Retirement</li> <li>• Salary Schedule Effective July 1, 2001</li> </ul>  |
| 01-09 September 1 | <ul style="list-style-type: none"> <li>• Rotating Shifts</li> <li>• Contact Lists Update Needed</li> <li>• Performance Evaluation Annual Leave Awards</li> <li>• Payroll Staff Changes</li> <li>• Commonwealth Communiqué</li> <li>• Open Enrollment – Plan Year 2002</li> <li>• Mailing Plan Year 2002 Applications</li> <li>• COBRA Reminder</li> </ul>  |
| 01-10 October 1   | <ul style="list-style-type: none"> <li>• Child Support Orders</li> <li>• Payroll Branch Changes</li> <li>• Processing P1s</li> <li>• Open Enrollment Extended for Some Counties</li> <li>• 2002 Health Insurance Identification Cards</li> <li>• Omissions from Availability Chart</li> <li>• Due Date for Health Insurance Applications</li> <li>• Revised PPO Benefit &amp; Availability Chart</li> <li>• Personnel Cabinet Telephone Listing</li> </ul>   |
| 01-11 November 1  | <ul style="list-style-type: none"> <li>• Change in Deduction 49</li> <li>• W-2 Training</li> <li>• New Payroll Employee</li> <li>• W-2 Schedule</li> <li>• KECC</li> <li>• Employee Addresses on UPPS</li> <li>• Sample UPPS 5-W Form</li> </ul>   |

<u>Issue</u>	<u>Date</u>	<u>Subject</u>
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| 01-12 | December 1 | <ul style="list-style-type: none"><li>• 403(b) Annuity Plan Eligibility</li><li>• COBRA Instructions – Health Insurance</li><li>• New Dental Plan Rates for 2002</li><li>• Employees Returning to Work – Commonwealth Choice</li><li>• COBRA Instructions – Commonwealth Choice</li><li>• Qualifying Events and Commonwealth Choice</li><li>• Military Leave</li></ul> |
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